

**JAIL SUPERVISOR  
STUDY GUIDE**

A written examination for the class of **JAIL SUPERVISOR** to be administered in **LEESVILLE** on **FEBRUARY 4, 2016**, will consist of approximately **100** multiple-choice questions. The examination will test your knowledge in the following subject areas:

<b>SUBJECT AREA/KNOWLEDGE</b>	<b>APPROXIMATE % OF EXAM</b>
<b>JAIL MANAGEMENT</b>  Knowledge of the principles of effective operations management, involving organizing, inspecting, and evaluating departmental operations, and managing equipment, property, and supplies of a jail facility, including purchasing supplies for the jail. Knowledge of the practices utilized in the daily operation of a jail facility, including booking, jail security, maintenance of facility, and providing for daily needs of prisoners.	56.0%
<b>RECORDS/REPORTS/CORRESPONDENCE</b>  Knowledge of effective records-management practices, including preparation, format, content, control, and retention, and knowledge of effective report preparation procedures, including the ability to compose complete sentences using correct grammar and punctuation, organize ideas in a logical sequence, and other related skills.	8.0%
<b>SUPERVISION</b>  Knowledge of effective supervisory practices and techniques used to review work to be done and delegate assignments, review reports written by subordinates in order to determine if jobs were completed effectively and in accordance with departmental procedures, review reports written by subordinates, oversee and evaluate the work performance of subordinates, to discuss work performances with subordinates and superiors, to maintain discipline, and to counsel employees who are experiencing work problems.	26.0%
<b>PUBLIC RELATIONS</b>  Knowledge of effective public relations practices which foster a positive public image of the department through contact with other agencies, and the public.	7.0%

## REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

### PRIMARY REFERENCE MATERIAL

**JAIL OFFICER'S TRAINING MANUAL**, National Sheriff's Association, 1450 Duke Street, Alexandria, VA 22314-3490, 16th printing, 2008.

**EFFECTIVE SUPERVISORY PRACTICES/Better Results Through Teamwork**, 777 North Capitol, Washington, DC 20005, 4th ed, 2005. (NOTE: May also be obtained through LSU Firemen Training Program).

**FIRST/SECOND LINE JAIL SUPERVISOR'S TRAINING MANUAL**, National Sheriff's Association, 1450 Duke Street, Alexandria VA 22314-3490, 1989.

**SUPERVISION OF POLICE PERSONNEL**, Iannone N. F., Pearson Education, Upper Saddle River, NJ 07458, 8th ed., 2014.

**STATE OF LOUISIANA JAIL STANDARDS**, Developed by the Governor's Prison System Commission, Louisiana Commission on Law Enforcement, April 20, 1991.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.